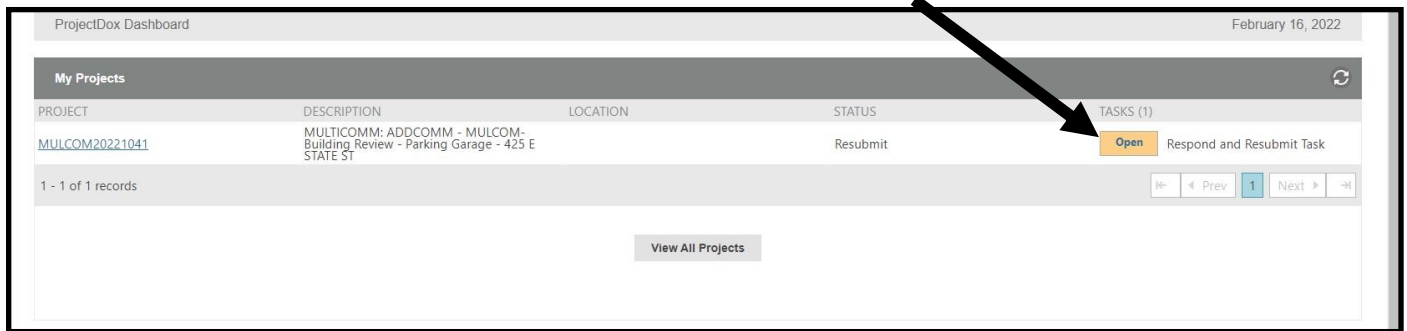


ProjectDox Dashboard

The dashboard will show any tasks that need to be completed by the user. Click open to respond to required corrections.



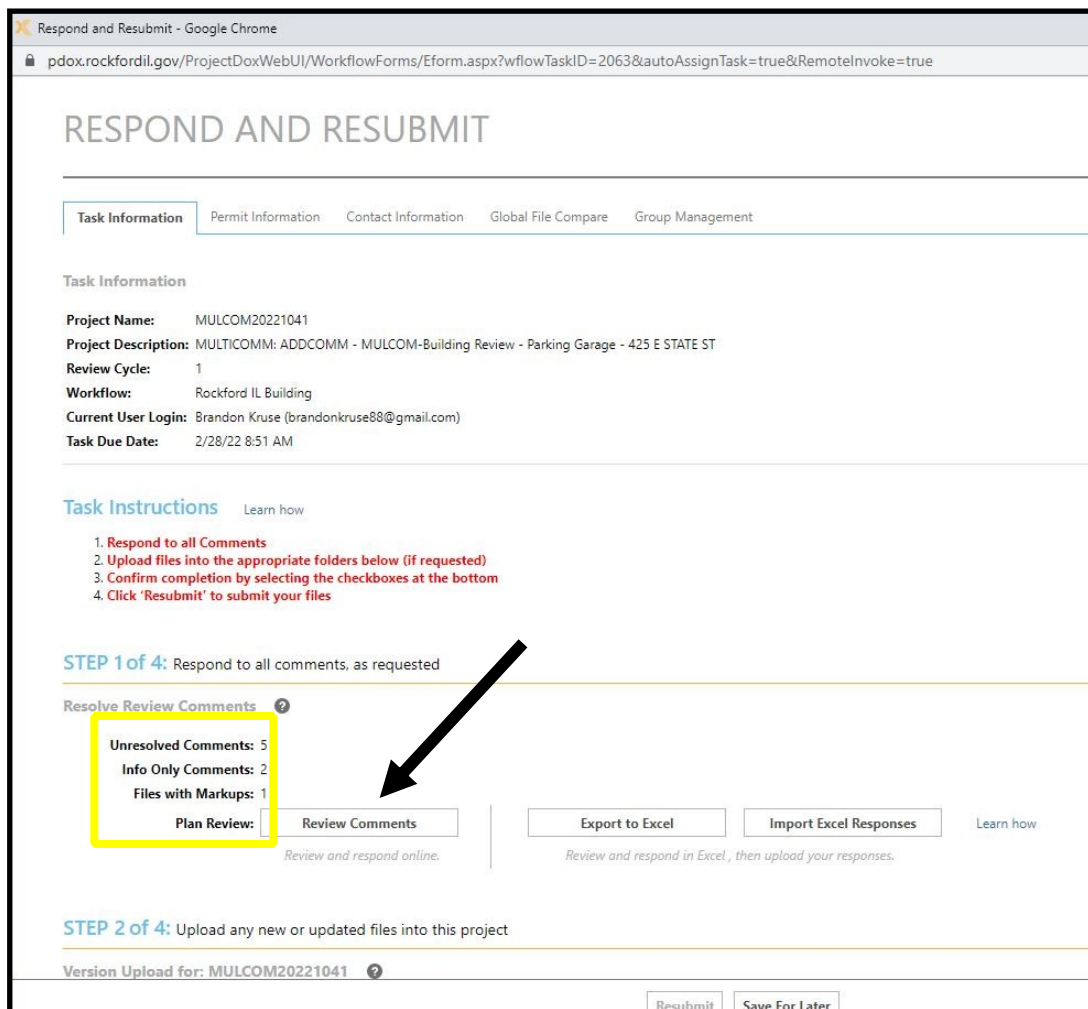
ProjectDox Dashboard February 16, 2022

My Projects				
PROJECT	DESCRIPTION	LOCATION	STATUS	TASKS (1)
MULCOM20221041	MULTICOMM: ADDCOMM - MULCOM-Building Review - Parking Garage - 425 E STATE ST		Resubmit	Open Respond and Resubmit Task

1 - 1 of 1 records

[View All Projects](#)

This will open the Respond and Resubmit Window. The highlighted area below indicates how many unresolved issues the plan set has, how many informational only comments there are and how many sheets have markings on them. Clicking on Review Comments button will open the Comments Window.



Respond and Resubmit - Google Chrome

pdox.rockfordil.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=20638&autoAssignTask=true&RemotelInvoke=true

RESPOND AND RESUBMIT

Task Information Permit Information Contact Information Global File Compare Group Management

Task Information

Project Name: MULCOM20221041
 Project Description: MULTICOMM: ADDCOMM - MULCOM-Building Review - Parking Garage - 425 E STATE ST
 Review Cycle: 1
 Workflow: Rockford IL Building
 Current User Login: Brandon Kruse (brandonkruse88@gmail.com)
 Task Due Date: 2/28/22 8:51 AM

Task Instructions [Learn how](#)

- Respond to all Comments
- Upload files into the appropriate folders below (if requested)
- Confirm completion by selecting the checkboxes at the bottom
- Click 'Resubmit' to submit your files

STEP 1 of 4: Respond to all comments, as requested

Resolve Review Comments [?](#)

Unresolved Comments: 5
 Info Only Comments: 2
 Files with Markups: 1

Plan Review: [Review Comments](#) [Export to Excel](#) [Import Excel Responses](#) [Learn how](#)

Review and respond online. *Review and respond in Excel, then upload your responses.*

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: MULCOM20221041 [?](#)

[Resubmit](#) [Save For Later](#)

The Comment Window will indicated outstanding issues with the plans submitted.

ProjectDox - ProjectDox - Google Chrome

pdox.rockfordil.gov/ProjectDoxWebUI/Project/ProjectCorrections?projectID=345&workflowTaskID=2063

Dept: Show All Status: Show All Response: Show All Search: Enter keyword

Type: Show All Cycle: Show All Time: Show All

Refresh

Add Comment / Ask Question

Ref.#	Fixture Box	Electrical	Brandon Kruse	2/16/22 8:41 AM	Cycle 1	Type	Response
Ref.# 2	Fixture Box	Electrical	Brandon Kruse	2/16/22 8:41 AM	Cycle 1	Unresolved	Type your response here.
	Markup:	001 E1 electrical.pdf					
		Please indicate fixture box					
Ref.# 4	Fire Life Safety		Brandon Kruse	2/16/22 8:44 AM	Cycle 1	Info Only	No response required.
	Will need sprinkler plan through proper fire permit.						
Ref.# 1	Intake		Brandon Kruse	2/16/22 7:47 AM		Resolved	
	Please affix architectural stamp to prints per Illinois requirements.						
	Responded by: Brandon Kruse - 2/16/22 7:52 AM						
Ref.# 3	Mechanical		Brandon Kruse	2/16/22 8:43 AM	Cycle 1	Unresolved	Type your response here.
	Need spec's for RTU						
Ref.# 5	Plumbing		Brandon Kruse	2/16/22 8:46 AM	Cycle 1	Unresolved	Type your response here.
	Please indicate water service size coming in from main						
Ref.# 6	Plumbing		Brandon Kruse	2/16/22 8:46 AM	Cycle 1	Unresolved	Type your response here.
	Please show flow data for this as also						

1. The status of the comment will indicate if it is informational only, an unresolved issue, or a previous issue that has been resolved.

2. The review department and comment will appear in these areas. Sometimes a markup will appear on the plans to better indicate the issue(s).

3. Applicant's responses must be entered into the comment boxes.

Respond and Resubmit - Google Chrome

pdox.rockfordil.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?workflowTaskID=2063&autoAssignTask=true&RemoteInvoke=true

Unresolved Comments: 5
Info Only Comments: 2
Files with Markups: 1

Plan Review: Review Comments Export to Excel Import Excel Responses Learn how

Review and respond online. Review and respond in Excel, then upload your responses.

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: MULCOM20221041

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files New Files

Please click appropriately for the type of files you are uploading. Learn how

Upload Drawings Upload Documents

Uploaded files:

Select folder to open file list.

Drawings (4 - 2 New)
Documents

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Confirmation

☐ I have reviewed and addressed, including responses where appropriate, all Review Comments items accessed by clicking on the "Review Comments" button above. *Required

Resubmit Save For Later

Click upload drawings if any additional drawings need to be updated.

A new window will pop up asking you to upload drawings. Please make sure you follow the file naming standards as outlined in the [ProjectDox Naming Standards](#) document issued by the City of Rockford. Files can be selected by dragging them into the blank space as indicated by the arrow below or by clicking Browse For Files and selecting files from there.

Drag files here

Folder: MULCOM20221041\Drawings

or drag files into this area.

Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)

File color coordinates with the highlighted chart below. **Orange** indicates it is a brand new file being uploaded, **Blue** indicates the file being uploaded is a new version of a file already uploaded and **Red** indicates the file has already been uploaded and has no changes.

Folder: MULCOM20221041\Drawings

or drag files into this area.

001 E1 electrical.pdf	0B/1.01MB
002 P1 plumbing Venting.pdf	0B/370.46KB
003 P2 Waste Drains.pdf	0B/847.47KB
004 M1 mech roof.pdf	0B/409.52KB

0 of 4 uploaded [Hide Details](#)

Orange files are new uploads
Blue files are new version uploads
Red files appear to be same as previously uploaded (will likely be discarded)

Once all files are selected, click the **“Start Upload”** button in the top right corner.

Once all files have been uploaded and comments answered, confirm that the task is complete by marking the checkboxes in step 3 as indicated below and then clicking submit.

Respond and Resubmit - Google Chrome

pdox.rockfordil.gov/ProjectDoxWebUI/WorkflowForms/Eform.aspx?wflowTaskID=2063&autoAssignTask=true&RemoteInvoke=true

STEP 2 of 4: Upload any new or updated files into this project

Version Upload for: MULCOM20221041

Select "Versioned Files" to upload files as new version updates for files previously submitted and received.
Select "New Files" to upload any additional new file into this project as requested.

Versioned Files **New Files**

Please click appropriately for the **type of files** you are uploading. [Learn how.](#)

Upload Drawings **Upload Documents**

Uploaded files:

Select folder to open file list.

- Drawings (5 - 3 New)
- Documents (1 - 1 New)

STEP 3 of 4: Check all to confirm you have completed this task and are now ready to submit

Information

- ☐ *I have reviewed and addressed, including responses where appropriate, all Review Comments Items accessed by clicking on the "Review Comments" button above. ***Required**
- ☐ *I have uploaded the revised drawings and/or documents required as a result of the review into the appropriate folder in the project using the SAME file names as the original files. I am ready to complete my assigned task and resubmit back to the jurisdiction for further review. ***Required**

STEP 4 of 4: Click the "Resubmit" button below to complete your task

Resubmit **Save For Later**

FAQ

Q: How long will the additional review process take?

A: The review cycle should be completed within 5 calendar days from the date the project became available for review.

Q: Will I be notified once the review is completed?

A: Once a full review cycle has been completed, the applicant will receive an automatic email notification.